



CYNTHIA A. HARDING, M.P.H.  
Interim Director

JEFFREY D. GUNZENHAUSER, M.D., M.P.H.  
Interim Health Officer

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August 24, 2015

TO: Each Supervisor

FROM: Cynthia A. Harding, M.P.H.  
Interim Director

A handwritten signature in blue ink that reads "Cynthia A. Harding". The signature is written in a cursive style with a large, stylized "H" and "A".

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO EXECUTE MASTER AGREEMENT WORK ORDER NUMBER PH-001416-W25 WITH PUBLIC HEALTH FOUNDATION ENTERPRISES, INC. FOR THE PROVISION OF TEMPORARY PERSONNEL SERVICES**

This is to notify you that I am exercising the delegated authority approved by your Board on October 19, 2010, to execute Master Agreement Work Orders (MAWO) for the provision of temporary personnel services in amounts that do not exceed \$399,999 annually, subject to review and approval by County Counsel, and notification to your Board.

Under this authority, I will execute MAWO Number PH-001416-W25 with Public Health Foundation Enterprises, Inc., in the amount of \$423,841 for the term of September 1, 2015 through September 30, 2016; 100 percent offset by Centers for Disease Control and Prevention funds. Another bidder requested and met the criteria to qualify as a Local Small Business Enterprise bidder, was granted the preference in the evaluation of cost, but was not deemed the lowest cost bidder.

The MAWO will provide four temporary personnel to draft Department of Public Health (DPH) operational plans necessary for responding to Ebola Virus Disease (EVD) and other emerging diseases; oversee development of a Los Angeles County Operational Area EVD Response Plan, formal countywide interagency approval for EVD response activities, and approved EVD support protocols and procedures; conduct special studies, projects, and assignments related to EVD; maintain current knowledge of the federal, State, and County policies, plans, and guidelines related to EVD and other emerging diseases; oversee development of a Los Angeles County Healthcare System EVD Surge Annex; plan and conduct exercises to test EVD plans, protocols, and procedures with key partners; and provide staff support for DPH's Planning Section in the event of incident command system activation.

Each Supervisor  
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County Counsel has reviewed and approved the MAWO as to use and this delegated authority action.

If you have any questions or require additional information, please let me know.

CAH:eav  
DA#03338

c: Interim Chief Executive Officer  
Interim County Counsel  
Acting Executive Officer, Board of Supervisors